

Immediate

No. 8/3/2019-CS-I (T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Division)

Lok Nayak Bhavan, New Delhi

Dated the 30th August, 2019

OFFICE MEMORANDUM

Subject: Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 23/09/2019 to 25/10/2019 (86th Batch).

The undersigned is directed to inform that Officers whose names are given in Annexure I, have been nominated under CSS-CTP for the Level 'B' Training Programme being conducted by ISTM w.e.f. 23/09/2019 to 25/10/2019. Accordingly, these officers may be relieved of their duties and advised to report to Sh. Rajesh Singh, Deputy Director (Course Director), ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 23rd September, 2019.

2. The performance of the officials in the training as evaluated and reported by ISTM should be reflected in their APAR to be considered for their promotion. No request for withdrawal/exemption either from the Ministry/Department or the officer concerned shall be entertained except on the grounds indicated in DOP&T OM No.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016. The training of the officials and successful completion is mandatory for promotion as per DOP&T Notification G.S.R.483(E) dated 12th July 2013 and as vigilance clearance is not required for mandatory training programmes, the Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time.

3. DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) in respect of Cadre Training Plan (CTP). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels of CSS has been reduced from 3 to 2. Therefore, from now onwards the maximum chances allowed will be 2. However, those who had exhausted their 2 chances prior to issuance of the revised policy will be allowed 3 chances.

4. The officers who do not attend or successfully complete the Level 'B' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016.

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5. The aforesaid training includes study tour and officers nominated may be advised to draw necessary TA/DA advance of Rs. 20,000/- each from their respective Ministries/Departments. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

6. The officers who are being nominated for the second (and final) chance will be deemed as relieved to attend the training with effect from the date of commencement of the training at ISTM. As such, they will be mandatorily required to report for duty on the date of commencement of the training, failing which their career could stand seriously jeopardized. No requests, whatsoever for relaxation in respect of such officers (nominated for the second time) will be entertained. It is also hereby informed that if an officer who has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated under the rules.

7. Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmes for the officers of CSS in respect of Cadre Training Plan (CTPs)" (Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016) which are reproduced below: -

- (i) All phases of the Mandatory Cadre Training / In-Service Training Programme shall be attended by all officers in the first chance when it falls due. CSS officer/official will be given a maximum of two chances to complete each level of the mandatory Cadre Training Programme available to them.
- (ii) Postponement of participation from the **first chance to second chance** would be allowed only with the prior approval of DoPT. However, such approval for postponement of participation does not entitle the officer to obtain the respective promotion/grade/increment in relaxation of the Rules. It is reiterated that the officer will be entitled for the respective promotion/grade/increment only after he/she successfully completes the respective cadre training programme for CSS.
- (iii) Postponement of participation from the **First chance to Second chance** would be allowed by DoPT only in the case of rare and extraordinary circumstances, which are defined as under:
 - (iv) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
 - (v) Medical reasons of self or immediate family members, i.e., the officer himself/herself, his/her parents, spouse, children of the officer and parents-in-law of the Officer.
 - (vi) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
 - (vii) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
 - (viii) Child care leave approved by competent authority.
 - (ix) Marriage of self/the children.
 - (x) Officers on Election duty.

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- (xi) CSS Officer deputed by Government of India to a foreign assignment may be permitted to attend the mandatory training on return from such assignment for promotion to next grade.
- (xii) Officers of CSS cadre who have less than two years of service left for superannuation as on 1st July of the financial year in which the training is actually conducted, would be exempted from mandatory training.
- (xiii) The officers who do not attend the mandatory training programmes even after two nominations of CS Division, shall be debarred for future training programmes under the Cadre Training Plan.
- (xiv) Failure to attend any level of the mandatory training Programme in the 'two-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines relating to CSS services, with no exception.
- (xv) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- (xvi) In the case of officers leaving the training, in between the programme, other than on medical grounds, the entire cost of training shall be recovered from such officer for non-completion of training.
- (xvii) **Authority empowered to permit postponement:** The cases relating to postponement will be handled by CS Division of DOPT. The postponement from participation in the first chance may be permitted with the approval of Joint Secretary (CS Division). No postponement may be permissible beyond 2nd chance. In exceptional cases, Secretary (P) can give permission beyond 2nd chance if the officer is not able to attend the training on a case to case basis.
- (xviii) The officer nominated for training shall be relieved for training by the respective Ministries/Departments/Organisations as it is mandatory, unless exemption is granted as applicable under rules by DOPT.
- (xix) The officers who have been nominated by CS Division of DOPT under 2nd chance shall attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

8. It can be seen from the above that the officers who do not attend the mandatory training programmes even after two nominations by CS Division, shall be debarred for future training programmes under the Cadre Training Plan and failure to attend any level of the mandatory training programme in the 'two-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines relating to CSS services, with no exception. In addition, administrative action may be taken to deny grant of promotion to such debarred officers.

9. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 7 (iii) above.

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10. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent immediately to **Sh. Rajesh Singh, Deputy Director (Course Director)**, New Delhi who is accessible on Phone No. 26737616 (O), mobile phone number 9643580896.

11. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. Filling up online registration form is mandatory. The link is http://www.istm.gov.in/home/online_ctp_form. They may take a print out of the form once filled up and submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course, at ISTM.



(Chandra Shekhar)

Under Secretary to Government of India

Telephone. : 24624046

Email: c.shekhar59@nic.in

To

Min/Dept.of
Joint Secretary(Admn.)
New Delhi.

Copy forwarded for information and necessary action to : -

1. The Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. their letter No. A-33083/03/2013-ISTM (Coord) dated 13th December, 2013.
2. ISTM, (Sh. Rajesh Singh, Deputy Director (Course Director), Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 23rd September, 2019 may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi, (Shri Syed Imran Ahmed, DS).
4. US, CS-I (A), DOP&T (for information).
5. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
6. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)



(S.Satheesan)

Section Officer

Telephone. : 24642704

Email: s.satheesan@nic.in

Annexure-I

**LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT ISTM FROM
23/09/2019 TO 25/10/2019 (86th Batch)**

Sl. No.	CSL No/SL Year	Name of the officer (Sh/Smt/Ms)	DoB	Min/Deptt.
1	2010	K. Sneha Latha Nair*	5-May-65	H&UA
2	2010	Rajesh Kumar*	1-May-69	H&UA
3	2010	Vikas*	2-Oct-81	Defence
4	2010	Davinder Kaur Sethi*	22-Mar-62	MHA
5	2010	Jitender Sharma*	8-Jun-68	UPSC
6	2010	Vikash Kumar*	1-Jul-69	UPSC
7	2010	Prashanta Kumar Behera*	3-May-85	UPSC
8	2010	Rama Shokeen*	17-Apr-88	I&B
9	2010	Dinesh Kumar Prajapati*	11-Jan-85	MHA
10	2010	Nutan Kumari*	25-Dec-85	I&B
11	2010	Deva Priya*	13-Feb-68	I&B
12	2010	Rajesh Roushan Verma*	3-Jun-69	NCSC
13	2010	Pawan Kumar*	29-Mar-83	MoF
14	2010	Bright Sam*	31-May-68	I&B
15	2010	G.Srinivas*	14-May-69	UPSC
16	2010	Jagvir Singh*	6-May-68	UPSC
17	2010	J Venkata Krishnan*	5-Feb-69	Legal Affairs
18	2010	Surajit Shaw*	3-Nov-83	Power
19	2010	Surinder Singh*	10-Aug-66	Rural Development
20	2010	Sandeep Doley*	31-May-78	Commerce/on deputation to UIDAI
21	2010	K.Suresh Kumar*	3-Jul-66	Rural Development
22	2010	Ujjwal Kumar Saha*	20-Mar-85	HRD
23	2010	S.Dharmasamvarthini	1-Jun-68	DGFT
24	2010	Sanjay Bharti	4-Aug-84	H&UA
25	2010	Vinay Kumar	19-Aug-84	DoPT
26	2010	Deepak Kumar	19-Jan-85	Rural Development
27	2010	Sanat Kumar Verma	1-Jun-85	Food Processing Industries
28	2010	Saurabh Kumar	22-Jun-88	MSME
29	2010	Sandeep Kumar	8-Sep-88	DoPT
30	2010	Sabyasachi Pande	14-Sep-83	DoPT
31	2010	Md. Momin Mallick	20-Apr-87	Deptt. Of Fisheries
32	2010	Balaji N	22-Sep-85	Heavy Industries
33	2010	Amit Upadhyay	10-Feb-87	DoPT
34	2010	Agam Kumar	3-Jan-85	Commerce
35	2010	Rahul Kumar Sinha	5-Jun-87	DoPT

36	2010	Virender Singh	15-Oct-80	DoPT
37	2010	Faridulla Sarkar	1-May-77	Minority Affairs
38	2010	Sumit Jha	14-Sep-85	DoPT
39	2010	Hira Lal Mishra	15-Feb-87	Earth Sciences
40	2010	Kanwaljeet Singh	10-Dec-68	Environment & Forest
41	2010	Barajesh Kumar	10-Jun-75	Telecom
42	2010	Anita Madan	1-Sep-62	Agri.&Coop.
43	2010	Narender Singh	27-Apr-64	Agri.&Coop.
44	2010	Kavitha Panicker	8-Jan-71	Agri.&Coop
45	2010	Prem Singh Yadav	1-Jul-65	Posts
46	2010	V.S.Punia	15-Jan-67	Posts
47	2010	Manju Bala	14-Nov-68	Legal Affairs
48	2010	P V R Murthy	2-Feb-64	Agri.&Coop
49	2010	Lal Chand	7-Jul-63	Agri.&Coop.
50	2010	Charanjeet Singh	1-Feb-70	MHA
51	2010	F C Dabral	5-Jun-64	Expenditure
52	2010	Geeta Arora	20-Feb-66	Expenditure
53	2010	Subha Vijayalakshmi	28-May-75	Expenditure
54	2010	Manoj Kumar Jain	13-Mar-72	MHA
55	2010	Suresh Kumar	9-Sep-63	H&UA
56	2010	Rakesh Kumar Sinha	15-Jun-70	H&UA
57	2010	Harish Kumar	1-Jan-68	MHA
58	2010	Vivek Kumar	9-Jul-69	MHA
59	2010	Lakshmi Murali	3-Jun-66	DoPT
60	2010	Harishchandra S Shriyan	27-Jan-64	DoPT
61	2010	Sanjay Pramanik	10-Nov-67	DoPT
62	2010	Sujata Kapoor	20-Jan-67	MHA
63	2010	Sankara Subramonian	4-May-67	MHA
64	2010	Asha Rawat	29-Mar-68	Expenditure
65	2010	Savita	6-Jul-65	Expenditure
66	2010	Manoj Kumar	19-Jun-70	Expenditure
67	2010	Sanjay Kumar	1-May-66	H&UA
68	2010	Gyan Prakash	2-Aug-62	H&UA
69	2010	Pradeep Singh Rawat	27-Mar-64	MHA
70	2010	Ram Rakesh Sharma	27-Jun-70	MHA
71	2010	Rajesh Virmani	11-Nov-66	Expenditure
72	2010	Arun Gulati	23-Sep-69	Expenditure
73	2010	Vivek Asthana	13-Oct-71	Expenditure
74	2010	Deepa S	16-May-73	H&UA
75	2010	Pushpalatha M M	31-May-67	Commerce
76	2010	Asha Kiran Verma	7-Feb-67	Commerce
77	2010	Chitra C	9-May-72	Commerce
78	2010	Kamal Kumar	22-Jan-64	UPSC
79	2010	Vishal Malhotra	9-Aug-72	UPSC
80	2010	Manmohan Singh	9-Dec-69	RT&H
81	2010	Sushma Bhalla	5-Jul-61	Agri.&Coop.
82	2010	Rajinder Kaur Bangar	27-Mar-64	Agri.&Coop.
83	2010	Rajesh Abrol	17-Aug-70	Agri.&Coop
84	2010	Sanjeev Agrawal	14-Aug-66	Agri.&Coop.
85	2010	C T Johnson	31-Mar-64	Agri.&Coop

86	2010	Arbind Kumar Choudhary	16-Dec-72	Agri.&Coop
87	2010	Dharmendra Kumar	16-Aug-66	Commerce
88	2010	Satish Kumar-III	25-Mar-68	Commerce
89	2010	Sunil Kumar Jha	22-Sep-69	H&UA
90	2010	N Vasantha	16-Aug-71	Expenditure
91	2010	Deepa R Krishnan	22-May-68	Expenditure
92	2010	Sudha Rani	31-Mar-66	Expenditure
93	2010	Shiv Dutt Shankar	14-Feb-67	Expenditure
94	2010	Shravan Kumar	10-Oct-67	Expenditure
95	2010	Yoginder Kumar	27-Aug-66	Expenditure
96	2010	Devendra Singh	13-Apr-66	DoPT
97	2010	Niti Menghani	16-Dec-69	DoPT
98	2010	Gitanjali virmani	23-Jun-70	Agriculture & Coop.
99	2010	Nandan Singh	5-Apr-62	Telecom
100	2010	Narender Kumar	15-Feb-62	Telecom
101	2010	Deepak Kumar	30-Oct-67	Telecom
102	2010	Nipun Mathur	22-Mar-69	Telecom
103	2010	Tarun	23-Dec-82	Development of NER

Note:

- 1) * Second & Final Nomination
- 2) DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat (CSS). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels of CSS has been reduced from 3 to 2. Therefore, from now onwards the maximum chances allowed will be 2.
- 3) However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.
- 4) The ASOs who have qualified SO LDCE for any year may not be relieved to attend the Level-B Training Programme.

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